Follow the link provided or copy and paste into your URL:

https://learningportal.hhs.texas.gov/

Once you are on the website, click on "Medicaid Long Term Services and Supports Training"

Next, click on "ANE Competency Training and Exam"

Now, "Create new account"

Fill out all required information and create account.

Now you must wait for the email to register your account. It typically takes 15-20 minutes to receive the email.

Once you open the email click on the first blue hyper link.

Log in with your username and password and click on "enroll me".

The first step is "ANE competency training. Once you have completed the training click "Final Test for ANE competency training" to take the test.

If you fail on your first attempt, you can review your incorrect answers and immediately try again.

Once you pass the test you will have to take the course evaluation.. The evaluation is <u>required</u> in order to obtain your certificate.
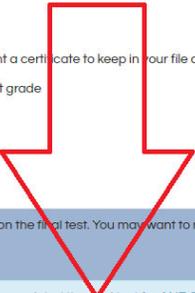
Once you complete the evaluation it will take you to the page to get your certificate.
You may print or save your certificate and send a copy to Touch of Class via email or fax.

Once completed, you can access a copy of your certificate at any time on the website.

In order to complete the test via a mobile device you must type in the full address. The https:// is essential to this working on a mobile device. Do not include www.

https://learningportal.dfps.state.tx.us

Both portions, the trainings as well as the test require you to be use the "desktop version". With iphones this is usually the default mode on the browser. On an android device you will need to adjust this in your browser settings to "request desktop site" once you are already on the website.

Once completed you can open a PDF version of your certificate which you must then email to the appropriate address.